

## Millfields Community School COVID School Risk Assessment

<b>Item:</b> Coronavirus/COVID19 Risk of contracting virus at or related to work in school	<b>Assessor:</b> Jane Betsworth	<b>Date:</b> 1st September 2021 <b>Review:</b> ongoing
Description		
<p>This assessment directly addresses the risks associated with coronavirus, so that sensible and effective measures can be put in place to control those risks for children and staff. It highlights the mitigations to reduce transmission of new variants and enhances and highlights the basic mitigating factors needed during lockdown and beyond.</p> <p><i>Essentially, this latest revision is:</i></p> <ul style="list-style-type: none"> <li><i>*reviewing social distancing within classrooms &amp; communal areas around the school for pupils &amp; staff</i></li> <li><i>*reviewing social distancing for staff areas</i></li> <li><i>*reviewing classroom organisation and reinforcing attention to close contacts</i></li> <li><i>*reviewing and reinforcing enhanced cleaning arrangements for high touch surfaces</i></li> <li><i>*reviewing communications around re-emphasising good hand and respiratory hygiene</i></li> <li><i>*reviewing and reinforcing ventilation arrangements</i></li> </ul> <p>To enable safe school opening in Autumn term, all rooms/areas listed below can be used by all staff, and children within a year group/age-phase, as stated in guidance. <b>*Please try to keep your distance and stay within the year group/age-phase that you work in.</b> Please try to note/keep track of close contacts within groups to minimise the risk of transmission, and need for isolation if a close contact (if under 16 or not vaccinated) and/or PCR testing.</p> <ul style="list-style-type: none"> <li>● Bottom hall to be used for lunch</li> <li>● Middle Hall and Top Hall -PE</li> <li>● Kitchen for catering staff</li> <li>● Offices, for Admin staff and SLT</li> <li>● Staff Rooms</li> <li>● Playgrounds and roof terraces including CC outdoor space</li> <li>● No longer designated toilets for each identified group, but please try to use the previously allocated one</li> <li>● ARP pupils will be in class</li> <li>● Main Music Rooms still being used for small group/instrumental teaching, and Music teaching in class</li> <li>● Intervention Rooms continue to be used as limited space in school, low ceilings mean that enhanced ventilation continues to be of paramount importance in these rooms</li> <li>● ALL pupils in school are in groups in their own classroom -organise seating to minimise transmission &amp; T&amp;T</li> </ul>		
Location	Assessment Details	
School / Centre    Millfields Community School  Name of Assessor    Jane Betsworth  Position Held        Head teacher	Risk Assessment No.    12 _____ Date of Assessment:    01.09.2021 _____ UPDATED and shared with staff: 22.5.2020 UPDATED in conjunction with new DfE guidance and individual staff RA 29.5.2020 UPDATED with ref to feedback from LA review 9.6.2020 UPDATED with information from individual BAME Risk Assessment 11.6.2020 UPDATED in response to staff in school for wider opening 16.6.2020 UPDATED 19 <sup>th</sup> August in preparation for whole school opening in September 2020 UPDATED 24 <sup>th</sup> August with Hackney H&S amendments UPDATED 19 <sup>th</sup> October 2020 in response to Tier 2 UPDATED 1 <sup>st</sup> November due to national lockdown UPDATED: 11 <sup>th</sup> January 2021 due to national lockdown UPDATED: 26 <sup>th</sup> February ahead of reopening for all <b>UPDATED: 1st September for Autumn term 2021</b> Planned Review Date:    ongoing	

Hazard	Risk	Individuals Affected
Coronavirus/COVID19	Contracting the virus	Staff, pupils, visitors, parents

#### Control Measures that must still be in place

1. Signage on all entrances to make visitors aware of school access arrangements
2. Playground closed to all parents & visitors – deliveries/mail can be brought in to school via main entrance
3. Main building to be closed to visitors except visiting professionals. Payments to be made online only
4. Guidance on social distancing -wherever possible, reinforced to all staff
5. Drop off/pick up routines, specific times, specific entrances, general information/updates to be emailed to parents regularly
6. **Pupils and staff, and visitors informed and reminded about handwashing/sanitising**
7. Tissues, hand-wash & hand sanitiser, as well as bacterial wipes and spray available in all rooms being used
8. **ALL windows in ALL rooms and halls, as well as all internal and external doors to be open to ensure enhanced ventilation and a good flow of air at all times. MAXIMISE VENTILATION. (Unless a Fire Door that is not deemed safe).**
9. Pedal bins in all classrooms and other rooms being used including toilets to avoid unnecessary contact
10. **All staff or contractors with a specific purpose, entering the building are to sanitise hands, prove LFT negative and wear a facemask, including on-site working on facade works from July 18th** contractors are on site they are to be briefed in all aspects of this RA by Premises Manager.
11. Handwashing guidelines to be followed at all times -hand-washing facilities available in the playground before entering the school
12. Enhanced cleaning arrangements -door handles and all other high touch surfaces are disinfected and cleaned regularly
13. Parents to drop off and collect pupils from the allocated gate/entrance at agreed staggered times
14. Staff and parents contacted regularly and updated on situation at the school
15. Staff well-being check-in: staff offered guidance and counselling to combat anxiety and stress if applicable
16. Pupil wellbeing checked regularly, and provision organised where necessary
17. **All staff in school to continue to complete a lateral flow covid test twice a week and report results to school and NHS**

#### Preventative measures that must be in place at all times

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school & do PCR test
2. Continue to clean hands thoroughly more often than usual throughout the working day
3. Staff can wear facemasks in all communal areas and when in contact with other staff and pupils in class
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
6. Minimise contact between individuals and maintain social distancing wherever possible in all areas
7. Where necessary, and risk-assessed, wear appropriate personal protective equipment (PPE)
8. **All windows in rooms and halls, as well as all internal and external doors to be open to enhance and maximise ventilation**

#### Response to any infection:

1. engage with the NHS Test and Trace process via LFT and/or PCR
2. manage confirmed cases of coronavirus (COVID-19) amongst the school community in line with latest PHE and DfE guidance
3. contain any outbreak by following local health protection team advice (5 cases or 10% of school roll)

\*Encourage all staff to have vaccine when called or if they have under-lying health issues

NB. This Risk Assessment to be read in conjunction with reading *'Joint union safety checklist for schools: Advice for safe opening, September 2021 and in line with the Millfields Covid Outbreak Management Plan -Sept 2021*

- \*Risk Assessment to be conducted and reviewed in consultation with union reps/health & safety reps and staff.
- \*Agreed safety measures should be reviewed whenever national or local guidance changes, local rates increase, or new variants become prevalent.
- \*Revised procedures should be clearly communicated to staff, students, parents/carers, contractor staff, visitors and visiting workers.
- \*The position of the most vulnerable staff should be adequately considered through individual risk assessments.

### Calculation of risk

<b>Likelihood:</b> how likely is it that the harm presented by the hazard will actually occur?	<b>Severity:</b> what impact or damage could the harm presented by the hazard have on a person or persons?
<b>HIGH (3):</b> harm is certain, or near certain, to occur <b>MEDIUM (2):</b> harm will often occur <b>LOW (1):</b> harm will seldom occur	<b>HIGH (3):</b> death or serious illness <b>MEDIUM (2):</b> 7-day/14-day injury or illness <b>LOW (1):</b> all other injuries or illnesses

### Risk rating

Likelihood			
severity	3	2	1
3	High	High	Medium
2	High	High	Medium
1	Low	Low	Low

Hazard No.	Significant hazards	People affected	Risk rating			Control measures	Residual risk rating		
			L	S	R		L	S	R
1.	Spread of virus from other adults	Staff Parents Visitors	3	3	H	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned accordingly. Tight reporting mechanisms in place, and directing staff to get tested at local site</li> <li>Minimise parents allowed into school grounds or building - drop and pick up at the specified entrances</li> <li>Vulnerability risk assessments to be completed and regularly reviewed for all staff, especially CEV and BAME colleagues and pregnant staff members</li> <li>All staff continue to take a LFT covid home test twice a week -Sunday &amp; Wednesday.</li> </ul>	1	3	M

					<ul style="list-style-type: none"> <li>▪ Colleagues not to come to work if they feel at all unwell or showing any Covid symptoms, and log kept, and group/bubble informed</li> <li>▪ Social distancing measures that limit interaction and reduce the risk of virus transmission without causing disruption to ordinary activities should continue as far as possible.</li> <li>▪ <b>Where there have been positive cases in individual groups/classes, arrangements should be considered for limiting the interaction of the students and staff involved with other students and staff.</b></li> <li>▪ <b>Arrangements for maintaining social distancing in classrooms and elsewhere should always be considered in respect of staff who are clinically extremely vulnerable or otherwise at significantly greater risk.</b></li> <li>▪ Staff should be permitted to wear face coverings in all areas of the premises including classrooms if they wish to.</li> <li>▪ Personal protective equipment (PPE) should be provided for staff administering first aid, medical care or personal care activities</li> <li>▪ Appropriate PPE should be provided for catering, cleaning and estates staff.</li> <li>▪ Appropriate PPE should also be considered in respect of staff who are clinically extremely vulnerable or otherwise at significantly greater risk and are in the workplace.</li> <li>▪ Staff remain with same group/bubble of children and staff where possible</li> <li>▪ Adults to wash hands before using equipment in the staff room, and use anti-bac wipes before/after use</li> <li>▪ Regular disinfecting of handles in classrooms, stairwells, toilets etc.</li> </ul>		
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						<ul style="list-style-type: none"> <li>▪ Large gatherings such as whole school or whole year group assemblies should be minimised to reduce risk of transmission.</li> <li>▪ Face-to-face staff meetings and parents' evenings should be minimised; they should be held online wherever possible and should have appropriate social distancing maintained when being held in person</li> </ul>			
2.	Spread of virus from pupils	Staff Parents Visitors Pupils	3	3	H	<ul style="list-style-type: none"> <li>▪ Pupils bring in a personal labelled water bottle that stays in school</li> <li>▪ Frequent hand-washing procedures in place</li> <li>▪ Hand sanitiser in all rooms and communal areas of the school to be used frequently</li> <li>▪ Ensure use of tissues for cough/sneeze 'Catch it , bin it kill it'. Lidded bins provided.</li> <li>▪ Individually labelled iPad/laptop to be used if needed</li> <li>▪ Resources in class and in playground steam cleaned as and if/when needed</li> </ul> <p><b>Early Years</b></p> <ul style="list-style-type: none"> <li>● Teacher/Adult to remain with the same group/bubble as much as is possible with staffing rotas</li> <li>● Handwashing and sanitising to be frequent, and before and after touching any resources set up and outdoor equipment</li> <li>● School keeper to steam clean resources and equipment used if and when needed</li> </ul> <p><b>Working 1:1</b></p> <ul style="list-style-type: none"> <li>● Complete individual Risk Assessment if needed/wanted</li> <li>● Supply PPE equipment if risk assessment shows it to be necessary with SEND pupils</li> <li>● Regular hand washing &amp; sanitising</li> <li>● Ensure PPE disposal protocols are strictly followed –use pedal bins</li> </ul>	1	3	M

						<p>provided in each room to dispose of PPE and tissues, wipes etc</p> <ul style="list-style-type: none"> <li>• ARP pupils to be in class, and adults to adhere as above</li> </ul>			
3.	<b>Virus spreading on site at Millfields</b>	Staff Parents Visitors Pupils	3	3	H	<ul style="list-style-type: none"> <li>▪ Cleaners use disinfectant on all high touch surfaces</li> <li>▪ Classroom tables and equipment to be cleaned regularly</li> <li>▪ <b>Ventilation arrangements should be prioritised for the Autumn term and existing arrangements reviewed to ensure maximum ventilation of all spaces.</b></li> <li>▪ <b>All windows, internal and external doors to be open at all times to enhance ventilation and enable good flow of air</b></li> <li>▪ <b>CO2 monitors should be made available to enable regular monitoring.</b></li> <li>▪ <b>Additional measures and equipment should be introduced to aid and improve ventilation where necessary. Rooms with poor ventilation which cannot be improved in other ways should be fitted with HEPA filters</b></li> <li>▪ Daily deep clean if a positive case in class</li> <li>▪ <b>Weekly ‘fogging’ (electrostatic cleaning and disinfection using virucidal spray) where necessary</b></li> <li>▪ <b>All staff in school complete a lateral flow Covid test twice a week and report results to school and NHS</b></li> <li>▪ Staff and pupils who feel ill to return home immediately or be isolated in designated Medical Room until they can go home</li> <li>▪ Staff who display symptoms to be asked to self-isolate immediately and do a PCR</li> <li>▪ Regular email briefing with staff to make them aware of RA and protocols</li> <li>▪ Regular communication with parents/carers to ensure that they know the procedures and</li> </ul>	1	3	M

					what to expect and what they will be asked to do			
4.	<b>First Aid provision</b>	Staff Pupil Visitors			<ul style="list-style-type: none"> <li>▪ Provision of appropriate level of first aid to support school opening and potential Covid cases.</li> <li>▪ Record to be kept of those who need to renew Paediatric First Aiders in EYFS</li> <li>▪ Provide fluid resistant surgical face mask and/or shield, aprons and gloves where a child or adult becomes unwell with symptoms of COVID while in school</li> <li>▪ Ensure that if a child needs direct personal care until they go home, a social distance of 2 metres will be maintained</li> <li>▪ Gloves should be provided as part of the basic first aid kit</li> <li>▪ Pupils with identified medical needs MUST have a Care Plan and a Lead person to administer medicine within group/bubble</li> <li>▪ Ensure that Flowchart for responding to a child or adult with suspected Covid while in school is displayed around school</li> <li>▪ Ensure that Test Kits -LFT and PCR are checked on arrival and are stored appropriately</li> <li>▪ Ensure that Medical Room is cleaned using virucidal spray if there has been a suspected case or child/adult with symptoms</li> </ul>			
5.	<b>Hygiene control and cleaning</b>	Staff Pupils Visitors			<ul style="list-style-type: none"> <li>▪ Enhanced cleaning regime in place, particularly for frequently touched surfaces</li> <li>▪ Use and follow DfE Guidance implementing protective measures in education and childcare settings</li> <li>▪ Regular hand washing for staff and pupils for at least 20 seconds practised and actively promoted <ul style="list-style-type: none"> <li>- Availability of soap and water</li> <li>- Hand sanitisers provided in all rooms and communal areas</li> <li>- Tissues and lidded bins available</li> </ul> </li> <li>▪ Planned approach to the provision of hand washing/hand sanitiser, with adoption of availability of soap and hand</li> </ul>	1	2	M

						<p>washing to all staff and pupils across all areas of the premises</p> <ul style="list-style-type: none"> <li>▪ Coordinated approach adopted to the placement and replenishment of hand wash/sanitiser</li> <li>▪ Review of arrangements for waste disposal - tissues etc within classroom settings</li> <li>▪ Sufficient supplies of tissues, hand wash and sanitiser in stock</li> </ul>			
6.	<b>Staff suffering with stress</b>	Staff	3	2	H	<ul style="list-style-type: none"> <li>▪ School to communicate with all staff at least twice per week</li> <li>▪ All staff questions clearly answered</li> <li>▪ Staff questionnaire completed regularly/as needed to ensure all individualised scenarios are taken into consideration</li> <li>▪ All staff to have school mobile number to call as necessary (absence line)</li> <li>▪ All staff are offered confidential counselling and helpline numbers (SAS)</li> <li>▪ Staff given opportunities of support via CWIS, school counsellor and 1:1 with SLT</li> </ul>	2	2	H
7.	<b>Staff contracting virus during travel to and from work</b>	Staff Pupils Visitors Pupils	3	3	H	<ul style="list-style-type: none"> <li>▪ Staff recommended to walk, use bikes, scooters, or cars where possible if they have parking permits (Hackney Parking Exemption List in place).</li> <li>▪ Staff made aware the wearing of masks for a journey if on public transport is mandatory, and recommended to wear gloves, and handwashing/sanitising on arrival at school</li> <li>▪ Staff asked to travel at less busy times and supplied with TfL guidance to support safe travel</li> <li>▪ Encourage use of 'Cycle To Work' scheme</li> <li>▪ Staff assessed as needing to be in school or working online</li> </ul>	1 2	1 2	L H



					depending on their specific circumstances/RA outcomes			
8.	<b>Attendance (including engagement with NHS Test and Trace process)</b>	Staff Pupils			<ul style="list-style-type: none"> <li>▪ All pupils and staff report absences in the usual way. Pupil absences reported in line with DfE guidance; staff absences reported to LA with covid codes</li> <li>▪ Attendance at each of the daily sessions recorded on SIMS. Non-engagement is followed-up by SAO and members of SLT.</li> <li>▪ Staff returning from a country with any quarantine rules to notify school ASAP.</li> <li>▪ Pupils returning from a country with 10 day quarantine to notify school ASAP re. attendance and expected date of return. I</li> <li>▪ Staff and pupils must be advised to <b>not attend School if they have any COVID 19 symptoms</b></li> <li>▪ Communication with staff, parents and pupils needs to explain clear process and expectations for reporting symptoms, absence, testing if appropriate and results</li> <li>▪ Communication with staff, pupils, and families in a bubble/group if there are more than 2 Covid cases reported/identified</li> <li>▪ Identification of minimal permissible staffing levels to support continued opening of the school if a localised lockdown in school or local area</li> <li>▪ Ensure relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team</li> <li>▪ <b>All leaders comply with the NHS process, with all staff being encouraged to use the NHS Covid-19 app in school, including in classrooms, and self isolating (if not fully vaccinated) when notified by the app or contacted by NHS test and trace.</b></li> <li>▪ <b>All staff and students with Covid-19 symptoms should be expected to self isolate, in line</b></li> </ul>	1	3	M

						<p>with Government advice, for the necessary period.</p> <ul style="list-style-type: none"> <li>Comprehensive safety arrangements should be in place for supervising students who develop Covid-19 symptoms prior to them going home.</li> <li>Parents and carers should be encouraged to help ensure that child tests with LFTs on a twice-weekly basis, when someone in the class has tested positive, and that all students seek a PCR test when a household member or other close contact has tested positive.</li> <li>Parents should be urged to let the setting know in advance if their child is planning to attend when a household member has tested positive.</li> <li>Ensure that staff members and parents/carers understand that they will need to be ready and willing to follow the Test and Trace process</li> </ul>			
9.	Lone workers	Staff	3	3	H	<ul style="list-style-type: none"> <li>Staff who may be on their own with SEND pupils must ensure PPE is worn, and always carry a mobile phone</li> <li>Individual RA completed for all SEND and pupils with medical or other additional needs to ensure that staff are aware and protected</li> </ul>	1	3	M
10.	Inadequate communication that can lead to increased stress and feelings of isolation	Staff Parents	3	2	H	<ul style="list-style-type: none"> <li>School leadership to pass on information as necessary</li> <li>HT briefing email MUST be read</li> <li>Daily DfE email information shared with all staff</li> <li>Weekly Safeguarding briefing to be shared with all staff</li> <li>Weekly AP meeting for all teaching staff</li> <li>All staff invited to relevant class online meetings</li> <li>Weekly Support Staff meeting and teaching staff CPD meeting</li> <li>WhatsApp groups in place for staff to exchange information</li> </ul>	1	1	L

					<ul style="list-style-type: none"> <li>▪ Availability of 'temperature check' in place</li> <li>▪ Official DfE and Hackney Education guidance to be circulated as necessary</li> </ul>			
11.	<b>Social distancing within school and circulation areas</b>	Staff Parent Pupils			<ul style="list-style-type: none"> <li>▪ Start and departure times are staggered for pupils and staff</li> <li>▪ Markings on pavement outside school and in school playground and in school</li> <li>▪ Reminders to wear facemasks within environs of the school gates to minimise spread</li> <li>▪ Signage is appropriately displayed and reinforced</li> <li>▪ Circulation plans have been reviewed and revised, and shared with staff, pupils, and parents</li> <li>▪ Appropriate duty rota and levels of supervision are in place in all areas of the school and, at all times of the school day</li> <li>▪ One-way systems are in place where possible and practicable, with appropriate signage in place to clarify circulation routes.</li> <li>▪ The number of exits and entrances used are maximised</li> <li>▪ Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for safe social distancing.</li> <li>● Teachers and all support staff in school to be directed to leave the school building in good time in order to minimise exposure in school and miss busy public transport journeys</li> <li>▪ Staff and pupils to stay within groups/bubbles and not cross over</li> <li>▪ Larger gatherings prohibited e.g. assembly, staff meetings, Parent meetings etc. Virtual sessions to replace these</li> <li>▪ Need to maximise ventilation and flow of air -open doors -using a wedge, and open ALL windows in ALL rooms/ classrooms/areas of the school while considering</li> </ul>	1	2	M

					<p>keeping warm via heaters and avoiding draughts/wind tunnels</p> <ul style="list-style-type: none"> <li>▪ Consideration given to change in guidance/ procedures e.g. behaviour management policy, fire evacuation, safeguarding, infection control</li> <li>▪ Revised guidance was shared with all staff prior to reopening and includes infection control, fire safety and evacuation procedures, behaviour management systems, safeguarding and all anticipated risks</li> </ul>			
12.	Social distancing within classrooms/teaching spaces, halls, and corridors				<ul style="list-style-type: none"> <li>▪ Classroom sizes, and numbers of pupils in classroom/teaching area is considered and reviewed regularly</li> <li>▪ Staff and pupils to stay within small groups/bubbles and not cross over. Classes stay together with allocated staff and do not mix with other pupils/staff.</li> <li>▪ Corridors are divided where feasible</li> <li>▪ Pupils are regularly briefed regarding observing social distancing guidance where possible</li> <li>▪ Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Classrooms arranged to ensure distance between teacher and pupils and pupils and other pupils, with all desks facing forward and away from draughts <ul style="list-style-type: none"> <li>-Spare chairs removed from desks so they cannot be used</li> <li>- Clear signage displayed in classrooms promoting social distancing, and handwashing and 'Catch it, kill it, bin it'</li> </ul> </li> <li>▪ Revised guidance/RA shared with all staff prior to each new tier</li> <li>▪ Use of outdoor spaces in playground and local parks for teaching to be used where possible and at least twice a week</li> <li>▪ Maximum ventilation of indoor spaces promoted -open all windows and doors while</li> </ul>	1	2	M

					<p>maintaining staff and pupil comfort.</p> <ul style="list-style-type: none"> <li>▪ Encourage additional layers of clothing if needed</li> <li>▪ Use a range of additional heating devices to ensure area is heated</li> <li>▪ Limit on numbers set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>▪ Design layout and arrangements in place to encourage social distancing.</li> <li>▪ Appropriate signage in place</li> <li>▪ Use of face masks to be common place in communal areas around school and within classrooms when within 2 metres of children</li> </ul>			
13.	<b>Social distancing in school during peak times, i.e. start and finish of day</b>				<ul style="list-style-type: none"> <li>▪ Start and departure times are staggered for pupils and staff</li> <li>▪ Markings on pavement outside school and in school playground and in school</li> <li>▪ The number of entrances and exits to be used is maximised -4 main and 2 additional entrances/gates to be used, and all external doors into the building to be utilised effectively <ul style="list-style-type: none"> <li>- Different entrances/exits are used for different groups.</li> <li>- Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use</li> </ul> </li> <li>▪ A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>▪ Floor markings are visible where it is necessary to manage any queuing.</li> <li>▪ Attendance patterns have been optimised to ensure maximum safety</li> </ul>	1	2	M
14.	<b>Social distancing in the Lunch Hall and Playground</b>	Pupils and staff			<ul style="list-style-type: none"> <li>• Social distancing in dining hall – new adults introduced to group (lunchtime staff) need to maintain distance where possible and keep within AP group</li> <li>• Protocols written, displayed and shared</li> </ul>	1	2	M

						<ul style="list-style-type: none"> <li>• Catering staff change PPE regularly as needed to ensure hygiene guidance is followed</li> <li>• Consideration given to the preparation and serving of food following usual guidelines and enhanced Covid health and safety measures</li> <li>• Staggered lunch times</li> </ul>			
15.	<p><b>Clinically vulnerable persons in different groups:</b></p> <ul style="list-style-type: none"> <li>-clinically extremely vulnerable</li> <li>-family member shielding</li> <li>-BAME staff</li> <li>-pregnant staff exposed to COVID 19</li> </ul>	Staff Parents Pupils	3	3	H	<ul style="list-style-type: none"> <li>• <b>Individual risk assessments should be carried out – and reviewed where previously carried out – for staff defined as CEV or unable to be vaccinated for medical reasons and for pregnant women in their third trimester of pregnancy.</b></li> <li>• <b>Consideration should be given to appropriate additional risk mitigation measures specific to the individual, including implementing additional social distancing, additional PPE and safer and better-ventilated working locations in the workplace. †</b></li> <li>• <b>CEV staff should be supported to work from home by their employer where they request to do so following medical advice or an individual risk assessment. Requests to continue working from home should be properly considered and granted unless there are compelling reasons not to do so.</b></li> <li>• <b>Pregnant women in their third trimester should also be permitted to work from home – if this is not possible, then medical suspension on full pay should be supported.</b></li> <li>• Staff who are in extremely vulnerable groups, those with identified under-lying health conditions and BAME staff to complete a Vulnerability Risk Assessment with SLT</li> </ul>	2	2	H

						<ul style="list-style-type: none"> <li>Staff in the clinically vulnerable, pregnant and/or BAME groups to be assessed case by case via individual RA and/or 1:1 conversation either: <ul style="list-style-type: none"> <li>i. stay at home if possible</li> <li>ii. must take extra precautions and use PPE</li> <li>iii. Work in a segregated area of school on specific tasks</li> </ul> </li> <li>Pupils and parents in the clinically vulnerable category to make decision based on individual risk assessment and advice from school/or school will advise them we cannot guarantee safety and that they should remain at home</li> <li>Full use is made of promoting testing and tracking testing to inform staff deployment</li> <li><b>All staff testing 2 x a week and results recorded by school and sent to NHS</b></li> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Consider within DfE and Government guidelines, the prioritisation of extremely vulnerable groups for self-isolation and working from home planning</li> </ul>			
16.	<b>Child or adult displaying symptoms whilst at school</b>	staff children parents	3	3	H	<ul style="list-style-type: none"> <li><b>Follow the guidance from PHE, Hackney Education and DfE as written in Millfields Covid Outbreak Management Plan and tier response</b></li> <li><b>If it is a staff member, ask them to go home in the safest way possible and self-isolate, book a PCR test and report the result. All children and adults in contact with the staff member will also be advised to take a LFT or PCR test. Staff can work from home during isolation awaiting test results unless they become ill with symptoms</b></li> </ul>	3	3	H

						<ul style="list-style-type: none"> <li>• If it is a child at home, parent to inform school immediately and have a test and inform school of outcome</li> <li>• If it is a child in school, staff to isolate child, take temperature and observe/monitor until parent picks child up, <b>and is asked to have a PCR test</b></li> <li>• <b>Head teacher to inform parents of children potentially affected of the outbreak and encourage NHS test and trace systems to be used if anyone shows symptoms</b></li> </ul>			
17.	Staff delivering first aid treatment to child	staff pupil	3	3	H	<ul style="list-style-type: none"> <li>• PPE packs provided in the designated first aid area</li> <li>• PPE is usually only needed in a very small number of cases, including: where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools,</li> <li>• PPE used whilst treating child and disposed of carefully in the lidded box provided</li> <li>• <b>Ventilation of First Aid and Medical Room area is crucial -all windows and doors open</b></li> <li>• <b>Thorough disinfectant clean of area after each use –inform school-keeper</b></li> <li>• <b>Regular fogging of the room</b></li> <li>• Trained staff available within each group including Paediatric First Aid</li> </ul>	1	2	M
18.	Use of equipment and resources within groups	staff pupils	3	3	H	<ul style="list-style-type: none"> <li>• All rooms allocated with disinfectant spray and other cleaning materials for frequently touched surfaces</li> <li>• Resources only used within identified AP group</li> <li>• Deep cleaning of any shared areas or resources</li> <li>• Minimise sharing of equipment within and between groups</li> </ul>	1	1	L
19.	Use of toilets	Pupils Staff	3	3	H	<ul style="list-style-type: none"> <li>• Monitoring of handwashing and support for pupils with SEND/physical disabilities</li> <li>• Monitoring of children in toilet area</li> <li>• Regular cleaning of all handles and seats etc</li> </ul>	1	1	L



						<ul style="list-style-type: none"> <li>All pupil toilets monitored/cleaned throughout, and cleaning recorded</li> <li>Children escorted to toilets by member of staff in all groups</li> <li>Staff toilets cleaned and monitored regularly</li> </ul>			
20.	Use of play equipment and outdoor spaces for physical activity	Pupils Parents	2	2	H	<ul style="list-style-type: none"> <li>Rotate use of large and small equipment in APs</li> <li>Sports and play equipment thoroughly cleaned each day</li> <li>Cleaning of small equipment and play areas -clean between uses and deep clean as needed</li> <li>Supervision of use by adults</li> <li>Signage and physical barriers to prevent children crossing bubble boundaries</li> <li>Split play-times</li> <li>Social bubble used during play</li> <li>Zoned play spaces in AP</li> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Work with external coaches, clubs and organisations for curricular and extracurricular activities only if satisfied that it is safe to do so and in line with school policies</li> </ul>	1	2	M
21.	Educational Visits and Sporting activities	Pupils	2	2	H	<ul style="list-style-type: none"> <li>Trips and Outings Policy revised and updated</li> <li>Local trips that can be accessed by walking</li> <li>Trips carried out in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>Make use of outdoor spaces in the local area for relevant learning and for sports activities</li> <li>Continue to use park once a week for PE</li> </ul>	1	2	M
22.	Premises		3	3	H	<ul style="list-style-type: none"> <li><b>Ensure that onsite building contractors have relevant DBS</b></li> </ul>	1	1	L


					<p><b>checks and specific H&amp;S policies in place regarding safety for all</b></p> <ul style="list-style-type: none"> <li>● <b>Ensure contractors have covid test results recorded and follow covid rules of school</b></li> <li>● <b>School-keeper to do daily check of all building work safety measures</b></li> <li>● Cleaning rotas and schedules in place and reviewed regularly to ensure maximum hygiene and minimal risk</li> <li>● Evacuation arrangements have been reviewed to take into consideration the effects of social distancing and staff working from home or across multiple sites</li> <li>● All the usual pre-term building checks are undertaken to make the school safe and certificates available <ul style="list-style-type: none"> <li>-Legionella</li> <li>-PAT testing</li> <li>-Pest Control</li> <li>-Fridge and cooker maintenance</li> <li>-Electricity and gas safety checks</li> <li>-air conditioning units check</li> <li>-server maintenance</li> <li>-drain survey</li> <li>-emergency lighting</li> <li>-boiler service</li> <li>-lift maintenance and service</li> <li>-fire alarm service</li> </ul> </li> <li>● <b>Ensure that there is good, enhanced ventilation around the school -windows and doors open in all areas/rooms in the building and ensure that all doors and windows are closed at the end of each day</b></li> <li>● Ensure that gutters are clear</li> <li>● Ensure that water pipe insulation is checked</li> <li>● Ensure that security is paramount in terms of building locks, gates, alarms etc</li> </ul>			
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**Actions**

I agree with the risk assessment recorded above.

There are no outstanding Actions **OR** I have taken the following actions: (delete as necessary).

To be re-presented to Governors in September 2021, at the first full meeting.

Signed:  Position: Headteacher Date: 01.09.2021

Signed:  Position: Chair of Governors Date: 01.09.2021

**\*Clinically vulnerable people are those who are:**

- aged 60 or over (regardless of medical conditions)
- under 60 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
  - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
  - chronic heart disease, such as heart failure
  - chronic kidney disease
  - chronic liver disease, such as hepatitis
  - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
  - diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:

- should be especially careful to follow the rules and minimise your contacts with others
- should continue to wash your hands carefully and more frequently than usual
- maintain thorough cleaning of frequently touched areas in your home and/or workspace

There is a further group of people, who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions. Over this period, we are advising the CEV to work from home. If you cannot work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP) or Employment Support Allowance (ESA). You are encouraged to stay at home as much as possible, but are encouraged to go outside for exercise. The full new guidance will be published on Monday 2 November and the Government will write to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place

**\* Clinically Extremely Vulnerable List**

- Solid organ transplant recipients

- People with specific cancers:
- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired